

ROSE A. BOWMAN
LEWIS COUNTY TREASURER
351 NW NORTH ST
CHEHALIS WA 98532-1926

ACH AUTO-PAY PROPERTY TAXES

You now have the convenience of paying property taxes electronically without writing checks or standing in line at the Treasurer's Office the last payment day.

EFFICIENT

The Lewis County Treasurer's Office will deduct your semi-annual tax payment on April 30th and October 31st of each year. If the date falls on a weekend or holiday the payment will be deducted the following business day.

CONVENIENT

This can help avoid forgotten payments, assist those who travel periodically and who want the convenience of automatic payments.

FREE

The Treasurer's Office does not charge for this service.

EASY

Just complete and sign the authorization form and return it to the Treasurer's Office. Please include a voided check to indicate the checking account from which the funds will be deducted. Include a deposit slip if it is to be deducted from a savings account.

WHAT YOU NEED TO KNOW

You will continue to receive your property tax statement each year in February. Please keep it for your records. Twice each year, your financial institution will electronically deduct the amount for your current tax payment from the account you have designated. Your payment will be itemized on your bank account statement. If funds are not available, your financial institution will notify you. Additional charges, including interest and penalty, will be required if this should occur. You may discontinue the ACH Auto-Pay Property Tax Payment process at any time with 15 days written notification to the Treasurer's Office. If, for any reason this request cannot be processed, you will be notified. Deadline to submit this request is April 15th for first half payment and October 15th for second half payment. When you initially sign up for the service we will mail to you a one-time confirmation letter showing the tax account(s) that will be paid in this manner.

**For more information please contact the Lewis County Treasurer's Office
360-740-1115 or within Lewis County ONLY 1-800-562-6130 ext. 1115**

AUTHORIZATION AGREEMENT FOR ACH AUTO PAY

I hereby authorize the Lewis County Treasurer to charge or credit my bank account identified below for payment of property taxes, semi-annually on April 30th and October 31st. If the due date falls on a weekend or holiday, it will be deducted the following business day. This authorization is to remain in effect until canceled by me in writing.

Please Print

Name(s): _____

Daytime Phone: _____

Mailing Address: _____

Bank Name: _____

Branch (City): _____

Bank Routing (ABA) Number: _____

☐ **Checking** or ☐ **Savings Account Number:** _____

Please check account type above

Tax Parcel(s) or Account Number(s) if more space is needed, use the bottom of this form:

Authorized Signature(s): _____

Date: _____

Mail to: **Lewis County Treasurer**
 351 NW North St
 Chehalis, WA 98532-1926